



## Terms of Reference (ToR)

### Consultancy for Training of Trainers (ToT) on Agroecology, Community Seed Systems, and M&E

#### 1. Introduction and background

**Building Community Voices (BCV)** is a local non-profit NGO established in 2007 to share resources, ideas, skills, and technologies that would enable the views of the local communities, farmers and the indigenous community members to be heard through community media centers and local development initiatives in Cambodia.

BCV has been working to support Communities People and Indigenous Communities Empowerment, and livelihood development through Savings, Rice banks, and Agriculture Development and Advocacy within the target communities in Ratanakiri, Mondulakiri, Pursat, Kampong Speu, Preah Sihanouk, Kampong Chhnang and Kampong Chhnang provinces. At the CBO's level, BCV would be deepening community business and development models where communities would lead and become a center of sustainable development and contribute to the national government development agenda.

MISEREOR has been supporting the project (Pro No. 327-900-1231 BCV) for three years during the current phase, which runs from August 2023 to July 2026. The project, titled “**Farmers led rice-based research and media for development**” is being implemented in four provinces of Cambodia: Pursat, Kampong Chhnang, Kampong Speu, and Ratanakiri.

The project focuses on several key activity areas:

- Strengthening the capacity of BCV staff to facilitate farmer-led rice research, development, and media programs.
- Enhancing rice farming through adaptive rice trial farms and rice breeding initiatives.
- Promoting farm integration and other approaches to improve food security and income generation.
- Building farmer networks with local groups that advocate for development initiatives responsive to community needs.

During the extension period from August to September 2026, Building Community Voices (BCV) is scaling farmer-led agroecological approaches and community seed systems to strengthen sustainability, quality, and local ownership. To achieve this, BCV requires a focused Training of Trainers (ToT) program to certify master trainers who will cascade training to farmer groups and community seed producers.

## 2. Objective

The consultancy will:

- Deliver an **8–10 days ToT curriculum** covering agroecology, seed systems (PGS), agribusiness strategies, and monitoring & evaluation.
- Certify **22–25 master trainers** (model farmers and BCV field officers).
- Establish a **demo plot** and prepare baseline M&E tools.
- Provide **Khmer training materials**
- Follow up a mentoring plan for post-training support.

## 3. Scope of Work

The consultant will:

- Adapt and deliver ToT modules (adult learning, agroecology, PGS seed production, agribusiness, M&E).
- Provide Khmer training materials (manuals, facilitator guides, job aids).
- Set up and conduct demo plot sessions.
- Certify participants using agreed competency criteria ( $\geq 70\%$  pass, practical assessments, attendance).
- Coordinate with MAFF agronomy officers and local partners for technical validation.

## 4. Deliverables

1. Inception note within 5 days of mobilization (curriculum, schedule, demo plot plan).
2. Detailed ToT curriculum and daily lesson plans.
3. Khmer training manuals, facilitator guides, and participant handouts.
4. Attendance lists, pre/post assessments, and certification records.
5. GPS/photo verified demo plot setup report.
6. Mentoring schedule and short reports after each session.
7. Final training package (editable materials + final report summarizing outcomes, competencies, lessons learned, recommendations).

## 5. Duration and Timeline

- **Mobilization:** Mid-August 2026

- **Training delivery:** August–September 2026 (8–10 days ToT + demo plot setup)
- **Final reporting:** Within 2 weeks of ToT completion

## 6. Team Composition and Qualifications

### The consultant/firm must provide:

- Lead Trainer (adult learning, agroecology, facilitation)
- Seed Systems Specialist (PGS, seed protocols, lab SOPs)
- M&E Specialist (baseline tools, Kobo setup, data quality)
- Agribusiness Specialist (nursery, processing, market linkages)

### Qualifications:

- Proven experience in agroecology, seed systems, and participatory training.
- Strong background in adult learning and facilitation.
- Experience with M&E systems and digital tools (Kobo).
- Ability to deliver training in Khmer with culturally appropriate materials.

## 7. Reporting and Communication

- Weekly progress updates via email/WhatsApp.
- Training completion report within 7 days of ToT.
- Mentoring reports after each session.
- Final report within 2 weeks of mentoring completion.

## 8- Application Process

### Closing Date & Time: 13-June-2026 @ 17:30

Interested candidates/organizations should submit:

- CV or organizational profile highlighting relevant experience.
- Proposed training methodology and Schedule.
- Financial proposal (daily rate or lump sum).

To the contact information below:

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